



July 5, 2004

Subject: Direct Deposit for Expense Reimbursements and Accountable Advances

FINANCE DIVISION
Office of the Comptroller

The Finance Division of York University is pleased to offer Direct Deposit for the payment of Expense Reimbursements and Accountable Advances to York University employees.

4700 Keele St.
Toronto ON
Canada M3J 1P3
Tel 416 736-5799
Fax 416 736-5815
dimarca@yorku.ca
yorku.ca/finweb/

Information on Direct Deposit Payment

Instead of mailing you a cheque for payment of your Accountable Advances and Expense Reimbursements, York University Finance Division can electronically transfer payment to the bank account that is specified on the Direct Deposit Form. The following stipulations apply:

1. The bank account used for direct deposit must be a Canadian bank. A voided cheque must be provided. If your account does not have chequing privileges, supporting documentation from your financial institution confirming your banking information must be provided to process your request for direct deposit. The information required is the bank institution number, branch transit number and bank account number. Acceptable supporting documentation would include a copy of your account statement, a letter from the bank listing required information, a screen print from online banking services or a copy of the front page of your account passbook.
2. Only Accountable Advances and Expense Reimbursements payable in Canadian dollars are eligible for direct deposit. Payments for Petty Cash Reimbursements and US dollar payments are not eligible for this program.
3. York employees must have a valid email address. The email address will be used for notification of the direct deposit. We would encourage you to keep copies of the email notification for your own reference.
4. Please note that this is a different direct deposit program than the Human Resources direct deposit for your pay.

All banking information is regarded as confidential and is used strictly for the purpose of implementing the Direct Deposit payment option.

Please complete the attached Direct Deposit Form and return by mail, or in person to:

Accounts Payable Department
Suite B, EOB

If you have further questions regarding the Direct Deposit payment, please contact the Finance Division, Accounts Payable Department at Ext. 40150.

Yours sincerely,
Aldo DiMarcantonio
Comptroller